

From: Deputy Director, Admin

Sent: Wednesday, November 28, 2012 3:51 PM

To: +All HQ Employees

Subject: Headquarters Building Closed November 29, 2012 - 7:30 p.m. to 12:00 a.m.

**Headquarters Building to be closed from 7:30 p.m. to 12:00 a.m. to Staff –
Thursday November 29, 2012**

Thursday, November 29, 2012, at 7:30 p.m., the Department of General Services (DGS) will perform minor plumbing repair work on an exterior pipe at the Board of Equalization (BOE) Headquarters (HQ) building. This will result in a temporary disruption of HQ's domestic water service.

BOE staff are advised not to enter the HQ building after hours on this date as there will be no domestic water to operate the plumbing fixtures. After the repair work is completed, DGS staff will check the water supply line in break rooms, restrooms, faucets and drinking fountains and flush the line to assure that the water is flowing correctly. Domestic water service will be restored to the HQ building in the early morning of Friday November 30, 2012. Should staff indicate a concern with the water supply after the work is completed, DGS will be contacted and respond to those concerns.

DGS confirmed that these plumbing repairs will not affect the BOE Server.

We appreciate your assistance and apologize for any inconvenience this may cause.

Thank you,

Liz Houser
Deputy Director Administration
Board of Equalization
(916) 445-4272